



Windows Keyboard Shortcuts

For Windows 7, Windows Vista & Windows XP

Windows Logo Shortcuts

The Windows logo key gives you quick access to Windows functionality. Look for the flying Windows logo key to the left of the **Spacebar** (between the **Ctrl** and **Alt** keys); sometimes also to the right of the spacebar. It is labeled with the Windows logo which resembles a waving flag. (On smaller laptop keyboards, the Windows logo key may in a different location such as the upper-right corner).

Pressing the Windows logo key alone or in combination with other keys enables you to move around and work with Windows without using the mouse or other pointing device.



Select this	To do this
Windows Logo Key or Ctrl + Esc	Open and close the Start Menu
Windows Logo Key + F	Open the Search window
Windows Logo Key + E	Open the Computer window (Windows Explorer)
Windows Logo Key + D	Minimize all open windows and Show Desktop (repeat to restore)
Windows Logo Key + M	Minimize all open windows
Windows Logo Key + Shift + M	Restore after minimizing all windows
Windows Logo Key + Spacebar *	Make all open windows temporarily transparent (Aero-capable computers only); same as a click on the Aero Peek button (Windows 7 only)
Windows Logo Key + Tab *	Initiates the Aero Flip 3D feature to "Flip" between open windows
Windows Logo Key + Ctrl + Tab *	Display Persistent Flip 3D
Windows Logo Key + B **	Select the first icon in the notification area of the taskbar
Windows Logo Key + T *	Select or move between taskbar buttons to cycle through an application's live previews
Windows Logo Key + G **	Select or move between desktop gadgets
Windows Logo Key + R	To access the Run command easily
Windows Logo Key + Pause	Open the System Properties portion of the Control Panel
Windows Logo Key + U	Open the Ease of Access Center window
Windows Logo Key + X	Open the Windows Mobility Center (portable computers only)
Windows Logo Key + L	Switch between users or lock desktop while unattended

Keyboard shortcuts to work with an active open window

Select this	To do this
Windows Logo Key + ↑	Maximize the current window
Windows Logo Key + ↓	Resize the window from maximized to its original size or from its original size to minimized
Windows Logo Key + Home	Minimize or restore all other windows
Windows Logo Key + ←	Snap/dock the window to the left half of the screen
Windows Logo Key + →	Snap/dock the window to the right half of the screen
Windows Logo Key + +	Launches the magnifier to zoom in and out of the current window
Windows Logo Key + P	Open the projection menu (when connected to external display)

* Windows 7 & Windows Vista only; if an Aero theme is applied ** Windows 7 only

Windows Keyboard Shortcuts

Other Handy Windows Shortcuts

Try these other useful keyboard shortcuts for common Windows actions:

Select this	To do this
Ctrl + C	Copy
Ctrl + X	Cut
Ctrl + V	Paste
Ctrl + Z	Undo
Ctrl + Esc	Open and close the Start Menu
Delete	Delete the selected item and move it to the Recycle Bin (applies to items on your local hard drive)
Shift + Delete	Delete selected item permanently without placing the item in the Recycle Bin
Ctrl + A	Select All
Ctrl + Shift + N	Makes a new empty folder
Alt + D	Highlights the Windows Explorer address bar
Alt + Tab	Switch between open windows without touching your mouse
Ctrl + Tab	Cycle through an application's window (or through a web browser's tabs)
Alt + Esc	Cycle through items in the order in which they were opened
Ctrl + Shift + Esc	Open the Windows Task Manager
Alt + F4	Close the active item, or quit the active program
Alt + ←	In Windows Explorer, opens the previously viewed windows as though you've clicked the Back button in a browser
Alt + →	Once you've pressed Alt + ← , you can use this shortcut to move forward through your recently opened windows in Windows Explorer
Ctrl + F4	Close the active document window
F1	Display Help and Support
F2	Rename selected item
F3	Search for a file or folder
F4	Highlights the Windows Explorer address bar and pops open the list of previous addresses
F5	Refresh the active window
F6 or Tab	Cycle the focus through screen elements in a window or on the desktop
F11	Enters or exits full-screen mode in which the current window fills the entire screen; even the taskbar is hidden. Helpful with some web browser windows.
Shift + F10	Display the shortcut menu for the selected item
Esc	Cancel the current task
Alt + Enter or Alt + double-clicking an icon	Display properties for the selected item
Alt + Spacebar	Open the shortcut menu for the active window